

**The Town of East Haven, CT  
Civil Service Commission Minutes  
May 27, 2020, 7:00 pm,  
Via Zoom**

A Special Meeting of the Civil Service Commission was held on Wednesday, May 27, 2020 via Zoom.

The meeting was called to order at 7:02 p.m.

|            |                  |         |
|------------|------------------|---------|
| Roll Call: | Ms. Marlene Asid | Present |
|            | Mrs. Sue Deko    | Present |
|            | Mrs. Ann Murray  | Present |

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Ms. Asid to approve the minutes of the March 9, 2020 Meeting as submitted.

Mrs. Murray seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY I, GRADE LEVEL 9**

Prior to the shut down this position had been advertised and 14 candidates applied. The test was postponed due to shut down. Applicants were advised to study for exam (information to acquire a study guide was sent to each applicant). They were instructed that they would be contacted when testing could resume. Testing companies are creating ways to test remotely, and the Chief Examiner is in the process of gathering information to move forward this exam. The Superintendent was contacted, and she is requesting the exam go forward.

**POLICE DEPARTMENT**

**DETECTIVE**

The exam is complete. 9 Officers signed up to take the exam, which was postponed due to Covid-19. Once things began to slow down, Chief Lennon asked me to proceed with the test. The written exam was held on May 13th. Five of the nine

candidates took the written exam and 4 passed. The Oral Interview portion of the exam was held today. 4 candidates participated and passed.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Detective to be valid for a period of 2 years.

Mrs. Deko seconds the motion.

Vote: unanimous

A MOTION was made by Mrs. Deko to certify the top 4 available names in rank order to fill 2 positions from the Eligibility List for Detective.

Mrs. Murray seconds the motion.

Vote: unanimous

**NEW BUSINESS**  
**FIRE DEPARTMENT**  
**BATTALION CHIEF**

The Fire Commission requested a promotional test for the position of Battalion Chief. The Commission discussed the parameters of the test, specifically the passing score for the written and oral portions. Several Commission members felt a passing score of 60 would be sufficient and Ms. Asid disagreed and would like to see a passing score of 70.

A MOTION was made by Mrs. Deko to begin the testing process for the position of Battalion Chief to consist of a written exam with a pass point of 60 worth 2/3rds of the final score and an Oral Interview with a pass point of 60 worth 1/3rd of the final score.

Mrs. Murray seconds the motion.

Vote: Mrs. Deko: yes Mrs. Murray: yes Ms. Asid: No

**FIREFIGHTER/PARAMEDIC**

There are currently 3 names left on the Eligibility List for Firefighter/Paramedic Eligibility List. A request for a Certified List to fill one position has been received.

A MOTION was made by Ms. Asid to certify the top 3 available names in rank order to fill 1 position from the Eligibility List for Firefighter/Paramedic.

Mrs. Deko seconds the motion.

Vote: unanimous

A request was also made for a new test since the list is exhausted and the Fire Department anticipates retirements. The Fire Chief would like to proceed using the same requirements as last time specifically only paramedics or candidates enrolled in a paramedic program are eligible to test and the exam must be successfully completed to be hired.

A MOTION was made by Ms. Asid to begin the testing process for the position of Firefighter/Paramedic to consist of a written exam with a pass point of 70 worth 2/3rds of the final score and an Oral Interview with a pass point of 70 worth 1/3rd of the final score and successful completion of the CPAT Exam prior to hiring.

Mrs. Murray seconds the motion.

Vote: Unanimous

## **POLICE DEPARTMENT**

### **POLICE OFFICER C**

The Board requested a Certified List to fill 4 positions. The Commission needed to remove the names of those candidates who failed the background investigation prior to certifying the list.

A MOTION was made by Ms. Asid to remove candidates ranked number 17, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 37, and 38 from the Eligibility List for Police Officer C due to failure to successfully complete the background investigation.

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to certify the top 6 available names in rank order to fill 4 positions from the Eligibility List for Police Officer C.

Mrs. Murray seconds the motion.

Vote: Unanimous

**CAPTAIN**

We have received a request from the Board of Police Commissioners for the Certified List to fill up to 2 positions.

A MOTION was made by Mrs. Murray to certify the top 3 available names in rank order to fill 2 position from the Eligibility List for Captain.

Mrs. Deko seconds the motion.

Vote: Unanimous

**LIEUTENANT**

The Board requested a Certified List to fill 1 position from the Eligibility List.

A MOTION was made by Ms. Asid to certify the top 3 available names in rank order to fill 1 position from the Eligibility List for Lieutenant.

Mrs. Murray seconds the motion.

Vote: Unanimous

**SERGEANT**

The Board requested a Certified List to fill 2 positions from the Eligibility List.

A MOTION was made by Mrs. Murray to certify the top 4 available names in rank order to fill 2 positions from the Eligibility List for Sergeant.

Mrs. Deko seconds the motion.

Vote: Unanimous

**PUBLIC SAFETY DISPATCHER**

The Commission received a request for a Certified List to fill 1 position from the Eligibility List. 2 candidates needed to be removed before the list could be certified.

A MOTION was made by Mrs. Deko to remove candidates ranked number 1 and 4 from the Eligibility List for Public safety dispatcher C due to failure to successfully complete the background investigation.

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to certify the top 3 available names in rank order to fill 1 position from the Eligibility List for Public Safety Dispatcher.

Mrs. Deko seconds the motion.

Vote: Unanimous

## **PUBLIC WORKS**

### **LABORER**

A request was made by Michelle Benivegna to waive the exam for the position of Laborer based on Rule 5 Section 10 of Civil Service Rules which allows for a waiver when the requirement is being fit to work. It can be done on a case by case basis or for extended period of time. The Administration is asking the Commission to waive testing until further notice, as was done in the past.

A MOTION was made by Ms. Asid to waive the testing requirement for the position of Laborer per Rule 5 Section 10 of the Civil Service Rules until further notice. The position will be advertised, posted with the Town Clerk and applications will be available on the Town Website and in Town Hall. Applications will be returned to the Civil Service Commission with a copy sent to the Assistant Director of Administration and Management. This will be a rolling application process which will be open for an extended period of time until further notice.

Mrs. Deko seconds the motion.

Vote: Unanimous

## **BILLS**

A MOTION was made by Mrs. Murray to pay the following bills:

\$119.00 to IPMA, Test Rental

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Murray to adjourn the Meeting at 7:45 p.m.  
Mrs. Deko seconds the motion.  
Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary